

**SUMMARY OF THE  
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING  
SEPTEMBER 1, 1999**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Committee (NELAC) met by teleconference Wednesday, September 1, 1999, at 10 a.m. Eastern Daylight Time (EDT). The meeting was led by its chair, Dr. Marcia Davies, of the U.S. Army Corps of Engineers. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *This was the first committee meeting since the Fifth NELAC Annual Meeting in Saratoga Springs, NY.*

**NEW ISSUES:**

The committee approved the credentials of a prospective member, pending appointment by the NELAC chair.

Dr. Davies will serve as the committee chair for the next year.

Dr. Davies will poll the committee members by e-mail to see who is interested in acting as the liaison to the Membership and Outreach Committee. This person will relay the committee's frequently asked questions (FAQs) to the Membership and Outreach Committee. Dr. Davies mentioned one question she has heard repeatedly that would be a good FAQ. The question is, "Which Committee handles the NELAC Policy Sheets?" The answer is "The Board of Directors handles the NELAC Policy Sheets."

Dr. Davies will also poll the committee members by e-mail to find out who is interested in revising the glossary in the upcoming year.

The committee decided to wait until a later date to discuss the comments that they received from South Carolina when more committee members are available for comment.

The meeting was adjourned. Dr. Davies will send an e-mail reporting the meeting results to the committee members once she receives the edited minutes from the committee scribe.

**NEXT MEETING**

The next meeting of this committee will be by teleconference on September 15, 1999, at 10 a.m. EDT.

**ACTION ITEMS**  
**PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING**  
**SEPTEMBER 1, 1999**

<b>Item No.</b>	<b>Action</b>	<b>Date To Be Completed</b>
1.	Dr. Davies will poll the committee members by e-mail to see who is interested in acting as the liaison to the Membership and Outreach Committee.	
2.	Dr. Davies will poll the committee members by e-mail to find out who expresses interest in revising the glossary for the upcoming year.	
3.	Dr. Davies will send an e-mail reporting the meeting results to the committee members once she receives the edited minutes from the committee scribe.	

**PARTICIPANTS  
PROGRAM POLICY AND STRUCTURE MEETING  
SEPTEMBER 1, 1999**

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